



CALIFORNIA DEPARTMENT OF JUSTICE

EMPLOYMENT, REGULATION AND ADMINISTRATION SECTION (LOS ANGELES) EXTERNSHIP

The Employment, Regulation and Administration Section of the California Department of Justice, Office of the Attorney General has volunteer externship opportunities available throughout the year. We are currently recruiting qualified and enthusiastic students. Students who have an interest in public administration, law enforcement, and civil litigation of the Attorney General's Office will be attracted by the dynamic and exciting environment of our office.

The Employment, Regulation and Administration Section handles administrative hearings, general civil litigation in both state and federal courts, and appellate cases. A large portion of ERA's work involves employment litigation. ERA also handles disciplinary hearings for civil service employees before administrative law judges. In addition, ERA is responsible for representing the Department of Motor Vehicles in writ proceedings regarding California's Administrative Per Se drunk driving laws, State Board of Control in matters concerning the Victims of Crime Program and the California State Lottery in all types of matters. Additional representative clients include the California Youth Authority, Department of Corrections and the California Highway Patrol.

Computer skills are helpful for all areas in the Department. Students should also have excellent verbal and written communication abilities. Students will need to be able to work under time constraints, abide by professional standards, and be trusted with sensitive and confidential materials.

The externship program requires approximately 15-20 hours per week. Hours are flexible and can be adjusted as appropriate. A security clearance will be required prior to acceptance of any candidate.

Students will be trained to analyze, research and provide oral and written responses to inquiries on a broad range of departmental and public policy matters. The duties that may be assigned to the students consist of research and writing, public affairs, and other special projects as assigned. Students should explore the possibility of earning academic credit for an externship with their school.

For consideration, please send a resume with a cover letter and a writing sample, at least ten pages in length, to:

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